

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GA

Policy for: PERSONNEL POLICIES GOALS	Revision 0
Date Approved by School Committee: 5/15/84	Signature of Chairman: Joan W. Swartz
Page 1 of 2	

The personnel employed by the Needham Public Schools constitute the most important resource for effectively conducting a quality learning program. Important contributions to a successful education program are made by all staff members. The program will function best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to district programs and services.

The goals of the Needham Public Schools personnel program shall include the following at all times:

- * To develop and implement those strategies and procedures for personnel recruitment, screening, and selection which will result in employing the best available candidates, i.e., those with highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the learning program.
- * To develop general deployment strategy for greatest contribution to the learning program, and to utilize it as the primary basis for determining staff assignments.
- * To develop a climate in which optimum staff performance, morale, and satisfaction are produced.
- * To provide positive programs of staff development designed to contribute both to improvement of the learning program and to each staff member's career development aspirations.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

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Date Approved by School Committee: 5/15/84	Signature of Chairman: Joan W. Swartz Page 2 of 2

- * To provide for a genuine team approach to education, including staff involvement in planning, decision making, and evaluation.
- * To provide attractive compensation and benefits as well as other provisions for staff welfare.
- * To develop and utilize for personnel evaluation positive processes which contribute to the improvement of both staff capabilities and the learning program.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

GBB/ ABB


Policy for: STAFF INVOLVEMENT IN DECISIONMAKING	Revision 0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 1	

While the School Committee acknowledges that it is the only authorized body which may adopt, revise, or rescind policy for the Needham Public Schools, it is earnest in its desire to seek and consider the ideas, opinions, and counsel of all staff members and employees of the Needham Public Schools.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

DJG/
BBFA/
GBCA

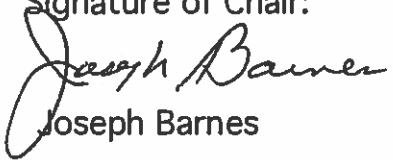
Policy for: VENDOR RELATIONS	Revision 1
Date Approved by School Committee: September 16, 2014	Signature of Chair:  Michael J. Greis
Page 1 of 1	

Employees having official responsibility for a procurement transaction shall conduct themselves in a manner consistent with MGL Chapter 268A, the Massachusetts Conflict of Interest Law.

No employee of the Needham Public Schools shall solicit or accept a gift, meal, any form of monetary compensation, or reimbursement of travel expenses from any vendor who has done business, is doing business, or may be doing business with the Needham Public Schools, except as provided by law.

It is the policy of the Needham Public Schools to prohibit vendor solicitation in school buildings. Representatives of firms doing, or hoping to do business with Needham Public Schools, shall contact the School Procurement Officer.

Legal Reference:
M.G.L. c. 268A

Policy for: HIV/AIDS	Revision 1
Date Approved by School Committee: June 4, 2013	Signature of Chair:  Joseph Barnes
Page 1 of 2	

Public health officials have determined that the presence of individuals diagnosed with Human Immunodeficiency Virus (HIV) infection or Acquired Immunodeficiency Syndrome (AIDS) poses no risk of transmission of HIV/AIDS through casual contact in a school setting. Students with HIV/AIDS infection have the same right to attend classes and participate in school programs and activities as any other student.

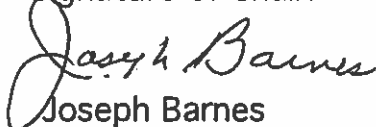
Privacy and Disclosure

Students and their parent(s) or guardian(s) have no obligation to disclose a student's HIV/AIDS status to school personnel. A student and/or his parent/guardian is encouraged to inform the school nurse in the event such disclosure may assist in managing the student's health needs in school. If a student's parent(s)/guardian(s) elect to inform the school nurse or other school personnel about the student's HIV/AIDS status, any disclosure of this information to others would require the parent's/guardian's specific, informed and written consent.

Under public health statute, M.G.L. c.112 §12F minors may consent to their own dental care, medical testing, diagnosis or treatment in certain circumstances, including HIV/AIDS testing and treatment. If an adolescent student has sought HIV testing independent of parental consent, that student has the right to keep this information confidential. Thus, if the student elects to inform school personnel of such testing or treatment, any disclosure of this information would require the student's specific, informed and written consent.

Infection Control

A number of serious infectious diseases are spread by blood to blood contact, including contact between blood and an open cut or sore. Therefore, school staff members are expected to adhere to universal precautions for preventing infection when confronted with bleeding or spilled blood. Further, school staff are encouraged to use universal precautions when handling bodily fluids other than blood.

Policy for: HIV/AIDS	Revision 1
Date Approved by School Committee: June 4, 2013	Signature of Chair:  Joseph Barnes
Page 2 of 2	

HIV/AIDS Prevention Education

The Needham Public Schools is committed to educating all students in accordance with the Board of Education's Policy on HIV/AIDS Prevention Education (April, 1990). HIV/AIDS Prevention Education will be appropriate to students' developmental levels and will be offered throughout the coordinated school health and wellness program, K-12, per the Massachusetts Comprehensive Health Curriculum Framework. To the extent practical, instructional materials for such curriculum shall be made reasonably accessible to parents, guardians, administrators and others for inspection and review.

References

Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973

Massachusetts Board of Education's Policy on HIV/AIDS Prevention Education (April, 1990)

Massachusetts Comprehensive Health Curriculum Framework (1999)

Massachusetts Department of Education Updated Medical Policy Guidelines: Children and Adolescents with HIV Infections/AIDS in School Settings (August 1991)

Massachusetts General Laws, C.112 §12F: Emergency Treatment of Minors

Massachusetts General Laws, C.111, §70F: HIV test; informed consent; disclosure of results or identity of subject of test

Massachusetts General Laws, C.71, §55: Communicable Diseases

National Association of State Boards of Education (NASBE) 2001. *"Someone at School has AIDS: A Complete Guide to Education Policies Concerning HIV Infection"*. Alexandria, VA: NASBE.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

GBEA

Policy for:

STAFF ETHICS/CONFLICT OF INTEREST

Revision

Date Approved by
School Committee:

April 24, 2018

Signature of Chair:



Aaron Pressman

Page 1 of 2

Members of the professional staff will be familiar with the code of ethics that applies to their profession and will adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

Employees will not engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

There should be no conflict of interest in the supervision and evaluation of employees nor can any administrator be responsible for the supervision and/or evaluation of an employee directly related to him/her.

Every two years, all employees and School Committee members must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every two years thereafter. Upon completing the training, employees and School Committee members should print out two copies the completion certificate and keep a copy for themselves and provide a copy of the certificate to the municipal or district Clerk through the office of the Assistant Superintendent for Human Resources.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

GBEA

Policy for:
STAFF ETHICS/CONFLICT OF INTEREST

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Date Approved by
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Aaron Pressman

Page 2 of 2

promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

GBEB

Policy for:

STAFF CONDUCT

Revision

Date Approved by
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Aaron Pressman

Page 1 of 1

All staff members have a responsibility to familiarize themselves with, and abide by, the laws and regulations of the State and the policies of the School Committee as they affect their work.

In the area of personal conduct, the Committee expects that employees will conduct themselves at all times in a manner that not only reflects positively on the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GBL

Policy for: PERSONNEL RECORDS	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

Upon written request to any supervisory personnel, a staff member shall have the right to inspect the contents of his/her personnel folder, files, cards and records and to make copies of such contents and records. It is understood that the records will be made available at reasonable and mutually convenient times.

Legal Ref.: General Laws - Chapter 71:42C

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GCDB

Policy for: PROFESSIONAL DOCUMENTS FOR PERSONNEL APPOINTMENTS	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i> Page 1 of 1

In support of recommendations for personnel appointments, the School Committee requires that sufficient professional documentation be submitted; such information to include certification number or explanation of certification status; education, areas of specialization and degrees; experience by school, town and years; salary step and references from Needham administrators to be attached to copies of letters of professional recommendations from outside sources.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GCDC

Policy for: FILLING OF ADMINISTRATIVE POSITIONS	Revision 2
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

It is the policy of the School Committee to fill administrative positions in the Needham Public Schools by employing the most capable individuals available, whether such positions be in the Central Office, in school buildings, or in educational and service departments. If the nominee is appointed, he/she will be invited to attend the following School Committee meeting and be introduced to all of the School Committee members.

The Superintendent shall be responsible for implementing this policy by:


- * Determining the most appropriate method of conducting searches to fill specific open administrative positions,
- * Assuring that such searches are carried out in a thoroughgoing manner and in full compliance with existing laws, regulations, and collective bargaining agreements, and
- * Presenting a final employment recommendation to the School Committee for its approval.

When presenting an administrative employment recommendation, the Superintendent shall provide each Committee member with confidential copies of the application file and resume of each of the three final candidates, plus any other pertinent information relating to the process of arriving at the final recommendation which is being presented.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

GCN/
AFC

Policy for: EVALUATION OF PROFESSIONAL STAFF	Revision 2
Date Approved by School Committee: September 5, 1995	Signature of Chair:  Page 1 of 1

In accordance with state law, the performance of all teachers and administrators employed by the Needham Public Schools will be evaluated.

The results of such evaluations may be used in making employment and/or salary decisions, so long as the evaluations conform to the principles of evaluation established by the Board of Education, are free from racial or cultural bias, and are conducted in accordance with the current applicable collective bargaining agreement.

General Laws: Chapter 71: sec. 38, 42, 42A, 63

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GCPB

Policy for: SUBMISSION OF RESIGNATION	Revision 0
Date Approved by School Committee: 6/12/90	Signature of Chairman: <i>John E. Javel</i>

Page 1 of 1

The Needham School Committee requires that all resignations from employment be submitted in writing to the Superintendent of Schools. The Superintendent, as Executive Secretary of the School Committee, is authorized to accept resignations on behalf of the Committee. The Superintendent will acknowledge all resignations in writing. A resignation will take effect on the date set forth in the Superintendent's acknowledgment.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GCQAB

Policy for: TUTORING FOR PAY	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

It is the general policy of the School Committee that no teacher shall instruct any member of his class for private compensation, except with the written permission of the Superintendent of Schools.

Extreme care should be taken by each principal to insure that the spirit of this policy is complied with.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GCQB

Policy for: PROFESSIONAL RESEARCH AND PUBLISHING	Revision 0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i> Page 1 of 1

No staff member may conduct research, publish materials or be engaged as a consultant with data obtained through the Needham Public Schools, or engage in such practices on school time without the written permission of the Superintendent of Schools.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GDBDA

Policy for: STAFF LEAVES	Revision 0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

The School Committee recognizes the possible need for staff members to request unpaid leaves of absence for compelling personal reasons. The School Committee will consider such requests for leaves of absence as are recommended by the Superintendent of Schools. No leaves of absence will be granted except by vote of the School Committee.

Leaves of absence may not exceed one year in length, will be granted without pay, and will be consistent with existing applicable state laws and contractual agreements.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: GDL

Policy for: SUPPORT STAFF DEVELOPMENT OPPORTUNITIES	Revision 0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i> Page 1 of 1

The School Committee recognizes and appreciates the benefits to the students, the school system and the individual when staff members upgrade their knowledge and skills through participation in in-service and other staff development programs. The School Committee encourages all staff members to take advantage of the staff development activities made available through the school system; where contractual provisions go beyond this policy, the School Committee fully supports those provisions.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

GDLA

Policy for: SUPPORT STAFF VISITATIONS AND CONFERENCES	Revision 0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

Any staff members may be allowed to visit schools or attend conferences in other towns and cities, provided that the reason given for such attendance is approved by the Superintendent and such visits or conferences are recommended by the staff member's supervisor, principal or the Superintendent. Following such visits or conferences, the staff member shall make such reports as may be required and approved by the Superintendent.